

AMERICAN EMBASSY MASERU VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: 07/2016

OPEN TO: All interested candidates/All sources

POSITION: Health Scientist (Care and Treatment, TB/HIV, PMTCT Advisor) FSN-11

OPENING DATE: August 19, 2016

CLOSING DATE: September 2, 2016

WORK HOURS: Full time: 40 hours/week

SALARY: For persons Ordinarily Resident (OR*) in Lesotho: FSN-11
M 295, 859.00 per year (M 24, 654.91/month) starting salary, including allowances.

Not-Ordinarily Resident (NOR): FP-4
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*)
MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE
ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Maseru is seeking eligible and qualified applicants for the position of Health Scientist (Care and Treatment, TB/HIV, PMTCT Advisor).

BASIC FUNCTION OF POSITION

The incumbent of this position is a senior project manager and the key public health advisor on HIV Care and Treatment, PMTCT, and TB/HIV to the CDC Country Director. Job holder provides comprehensive public health technical, administrative and managerial advice and assistance in support of treatment activities provided under the President's Emergency Plan for AIDS Relief (PEPFAR). Responsibilities include day-to-day program management and development, monitoring, reporting and close collaboration with PEPFAR partners to ensure implementation is carried out in accordance with program strategic objectives and internationally recognized best practices in treatment. Partners include other PEPFAR agencies, host government ministries, Global Fund, International Organizations (IO) and Non-Governmental Organizations (NGO) involved in treatment of HIV/AIDS in country. Jobholder represents CDC/Lesotho on HIV Care and Treatment, PMTCT, and TB/HIV issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education

Medical Doctor or host country equivalent degree in medicine, is required.

2. Prior work experience

Five years of mid-to-senior level public health experience in developing, implementing and evaluating HIV Care and Treatment, PMTCT, and TB/HIV programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required. One additional year of experience at the managerial level with multiple staff is required.

3. Language proficiency

Level IV (fluency – speaking/reading/writing English is required).

4. Post-entry training

Ongoing professional certification seminars focusing on expanding and updating knowledge, skills and abilities in HIV/AIDS prevention, counseling and testing, behavior change, care and treatment, program evaluation, practices, procedures are required. Agency-specific leadership development training, and COR/CTO or Project Management of grants/cooperative agreements training are required.

5. Job knowledge

Comprehensive knowledge of current HIV/AIDS issues, prevention activities, community engagement, counselling and interventions, behaviour change, testing, and treatment, particularly in antenatal settings, is required. An in-depth knowledge of the range of HIV Care and Treatment, PMTCT, and TB/HIV programs, policies, regulations and precedents applicable to development and administration of national/international public health program is required.

Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of prevention programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Must be conversant with survey design and questionnaire development and with data management programs, such as Epi Info, SPSS, SAS, etc. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.

6. Skills and abilities

Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. Strong skills in interpretation of program monitoring and evaluation data are required. This includes working with Strategic Information staff on the development of surveys, evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. The incumbent will be expected to exercise considerable ingenuity and tact in applying PEPFAR guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations engaged in HIV Care and Treatment, PMTCT, and TB/HIV programs to adopt appropriate strategies for their program activities. Keyboarding skills that include both speed and accuracy are required. Intermediate user level of word processing, spreadsheets and databases is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://maseru.usembassy.gov> and/or by contacting the Human Resources Office (Tsepang Mohale/Mzwandile Sopeng: 22312666 ext 4160/4217).

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, essays, awards, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office (Tsepang Mohale/Mzwandile Sopeng)
Mailing Address: (P. O. Box 333 Maseru 100, Lesotho)
FAX Number: (+266 22310116)
E-mail Address: (hromaseru@state.gov)

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and is** under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**

Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; **and**
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**

- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.